

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING

January 23, 2014

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Larry Epstein, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Pat Hickey, Melanie Maczka

EXCUSED: Steve Daniels, Lori Rassmusen, Corrie Campbell

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, John Holzer, Ron Niesing, Kinsey Black, Diana Brown

The meeting was called to order by Chairperson, Diedrick at 8:34 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: None

ADOPTION OF AGENDA: Mr. Pamperin/Ms. Van Donsel moved to adopt the agenda.
MOTION CARRIED.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 10, 2013:

Mr. Epstein/Ms. Relich moved to approve the minutes of the regular meeting of December 10, 2013.

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT-PRELIMINARY YEAR END:

Ms. Bowers reviewed the December 2013 Financial Highlights (enclosure) identifying the variable items within the report. Medical Assistance Administrative revenue is in excess of the budgeted projections. The ADRC State Contract was adjusted mid-year to reflect the allocation awarded to all fully funded ADRC's at the time of entitlement. The additional funds will be used to create additional office space as previously approved by the board. The Nutrition Program has realized a higher average participant donation however; the number of meals served was less than anticipated. Salary and Fringe expenses were also under budget in 2013.

Ms. Bowers reviewed in summary that the ADRC received State and Federal Grant Revenue in excess of budget projections resulting in an increase of the Agency's Net Assets. Ms. Van Donsel/Ms. Maczka moved to approve the Finance Report-Preliminary Year End Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS-DECEMBER 2013: Board members reviewed the Restricted Donation Report. The total additions for the month of December, 2013 were \$10,000 for Rural Outreach and \$10 for the Fishing Club.

Ms. Bowers reviewed the expenditures of the restricted funds as required by the funding source including an explanation of beginning balances in each of the restricted categories, additions, expenditures, and the net restricted donations for 2013.

Mr. Epstein/Ms. Swigert moved to approve the Restricted Donations for December, 2013. **MOTION CARRIED.**

- C. **PRELIMINARY NET ASSET REPORT YEAR END:** Ms. Bowers reviewed the Preliminary Designated/Undesignated Net Asset Report giving a brief explanation of Designated, Undesignated, Restricted Revenues, and all components of the Total Net Assets.

In February of 2013, the Board approved increasing our Undesignated Net Asset target from 10 – 15% to 20-25% of the prior year's operating expenses. Ms. Bowers explained that due to the manner in which the state disburses contract funding the ADRC has to rely on the fund balance to cover 3 months of operations. In the likelihood of sequestration it has been advised to have adequate working capital to cover 4-6 months' operations and manage any unexpected building needs or funding shortfalls. The ADRC has accomplished this goal through long-term planning, conservative budgets and a thorough understanding of the ADRC contract.

An inquiry was made as to how we acquire Undesignated Net Assets. Ms. Bowers explained that the increase in Undesignated Net Assets is the result of unexpected funding opportunities that occur throughout the years. In 2013 the State awarded the ADRC full allocation funding as well as the additional funds we were able to capture with Nursing Home Relocation initiatives. The Undesignated Net Assets are relied upon for working capital given the timing of grant receipts and any funding shortfalls. We will consider these funds in the long-term planning for building improvements and equipment.

Ms. Relich/Ms. Van Donsel moved to approve the Preliminary Net Asset Report Year End. **MOTION CARRIED.**

REVIEW OF BOARD OFFICERS AND COMMITTEES:

- A. **BOARD COMMITTEES FOR 2014:** Ms. Christianson asked that board members review the Board Membership and Appointments (enclosed) for accuracy of information.

BENEFIT SPECIALIST OUTREACH-SOS: Mr. Niesing, ADRC Outreach and Benefit Program Specialist, introduced *"The Medicare Minute"* and the *"Seniors Out Speaking"* Program. In his *"Medicare Minute"* presentation he presented the information as though he was a volunteer presenting to a target audience. Mr. Niesing emphasized that now is a good time to look at an individual's current coverage with a Medicare Plan, Medicare Advantage Plan, and a Medicare Part D and prescription drug plan. Doing so in December assures coverage is set and ready to go for the impending year. Mr. Niesing also highlighted several areas of the Medicare plans for 2014:

- There is a window from January 1 – February 14 allowing you to make a change in a Medicare Advantage Plan
- A “Transition Fill” is when you find that drug coverage does not cover one of the medications needed. During the first three months of the year you are allowed to receive a one time “Transition Fill”, or a 30 day supply of the medication. This then needs to be discussed with a physician and have him/her send in an exception for this drug so the plan will cover it in the future, or a different drug plan can be selected
- With the 2014 change in the Part D Drug Coverage Donut Hole, consumers will only pay 47 ½% of the cost of name brand drugs with a discount of 52 ½% going toward the coverage gap; and 72% of the cost of generic drugs with a discount of 28%
- Mental Health Care is now covered at a rate of 80%, the same rate as for Physical Health Care

Mr. Niesing distributed a handout illustrating the cost changes from 2013 to 2014 noting that there haven’t been a lot of cost changes for the consumer going into 2014.

Mr. Niesing explained that the “*Medicare Minute*” is what the “*Seniors Out Speaking*” Program does. He noted that there are ten volunteers in the program acknowledging Mr. Epstein from the ADRC Board as one of our volunteers. He also distributed a list of topics the program will be speaking on each month and encouraged board members to e-mail him if they have other organizations or groups that would be interested in these presentations or any other benefit presentation. Ms. Christianson will e-mail board members a list of venues at which they are already scheduled to present. Discussion ensued with regard to disability group outreach and bringing a Spanish speaking volunteer into the program.

Mr. Niesing noted that the ADRC was awarded a \$2,000 grant through the Medicare Rights Association to conduct the outreach and receive the Medicare Minute materials. After the year is up, the cost to continue to receive the materials increases to \$5,000. It is our hope that after sharing our success with the state that they will pick up the cost program allowing all Wisconsin counties to participate.

STAFF REPORT - JOHN HOLZER: Mr. Holzer described his role as Facilities/Placement Coordinator which includes managing and supervising overall facility maintenance, maintaining the grounds of the ADRC buildings, coordinating the placement of work experience program candidates at the ADRC and Homebound Meals, and to coordinate the placement of court ordered community service for the county’s Department of Corrections & Circuit Courts.

A. MAINTENANCE PROJECTS: Mr. Holzer reviewed the facility projects that have taken place in 2013 highlighting:

- Took advantage of energy saving opportunities
- Roof replacement
- Increased 4 offices into double offices
- Painted the Dining Room, Hallways, etc.

- Wellness Studio design and construction
- Storage Projects, façade work
- Water cooler with bottle filler

On the Community Service side of Mr. Holzer responsibilities he reported:

- \$9,165 brought in in fees and donations in lieu of community service
- Managed 150 referrals per month of court ordered placements which is down from 250
- 2000 hours are provided to the ADRC, Homebound Meals, and Curative West Adult Day Care each year through Community Service participants

Mr. Holzer also reviewed facility projects anticipated for 2014:

- Change out the water heaters
- Change out some fixtures and switches
- Finish the office remodel/refurnishing on east wall of the office complex
- Upgrade Air Conditioning Units and Boilers
- Replace the roof and AC/Heating unit at 331 S. Adams
- Modernize the ADRC Dining Site and atrium
- Grind sidewalks
- Replace exterior building entrance doors
- Strip lighting to enhance Wellness Studio

B. MAINTENANCE WORKER INCENTIVE FUND-GUIDELINES AND ANNUAL REPORT:

Mr. Holzer noted that we receive a lot of inexpensive labor through several employment programs: the Senior Service Worker Program, the WISE Program, and the Community Corrections Employment Program. These half-time positions pay minimum wage and are intended to be a training program in order for older adults and adults with disabilities to build skills and a resume of experience to assist them with future employment. Last year the ADRC Board approved the guidelines for the Maintenance Worker Incentive Program. These incentives are available to workers that come to us through these employment programs and are used to motivate workers, to recognize them for performance/attendance, and help with crisis issues. A total of 48 incentives were awarded during 2013.

C. LOAN CLOSET REPORT: Mr. Holzer recapped the background of the ADRC

Medical Equipment Loan Closet which currently has an inventory of about 3,350 items. These items are obtained through private donations as well as through our 10 year collaboration with The Green Bay West Lions Club who has been donating approximately \$18,000 of equipment each year. The function of the loan closet is to improve independence in a consumer's home. While individuals may come looking for equipment, they also receive options counseling about all of their needs. Our purpose is not to compete with local vendors or other loan closets, but to partner with them. Mr. Diedrick comments on the collaborative nature of the Durable Medical Equipment providers and the community loan closets. There is mutual respect and all strive to avoid duplication. The ADRC has

a Loan Closet Committee that meets quarterly to discuss policies and process improvements to meet the challenges of the community.

DIRECTOR'S REPORT:

- A. ADMINISTRATIVE ASSISTANT POSITION:** Ms. Christianson introduced Ms. Kinsey Black, currently in the ADRC Clerk II position, who has accepted the Administrative Assistant Specialist position which the board approved during the 2014 budget process. Ms. Black's new role will be to bridge all of our administrative support roles at our front desk and in our support team to assure effective and efficient support is provided throughout the agency. This role will also mobilize a membership process and work on our volunteer, registration and support process.
- B. TITLE CHANGE FOR CLERK II:** Ms. Christianson noted that we would also like to change the title of the Clerk II position to Office Assistant and requested board approval. This position, along with the Benefit Assistant position, has already been internally posted with no interest and we will be starting the process to recruit from the outside.
- Mr. Pamperin/Ms. Relich moved to change the title of the Clerk II position to Office Assistant. **MOTION CARRIED.**
- C. LEGISLATIVE BREAKFAST:** Ms. Christianson thanked those board members who attended the Legislative Breakfast and referred them to the notes enclosed.
- D. ALZHEIMER'S STATEWIDE RE-DESIGN PLAN:** Ms. Christianson distributed a hard copy of the Wisconsin Dementia Care System Redesign Draft. She serves on a subcommittee to the Long-Term Support Council at the State and they have been meeting to make recommendations to the Department of Health Services and to the secretary, Kitty Rhoades, about the pros and cons of this plan. They are looking at what a "dementia capable community" might look like, what are some of the gaps, and how such a community can be created in Brown County. Ms. Christianson state the Department of Health Services intends to release an RFP for 10 additional Dementia Care Specialist positions in ADRCs this spring. Ms. Christianson expressed an interest in applying. This position would meet with families, conduct memory screens, and coordinate some evidence based programs to help families.

Ms. Relich/Mr. Pamperin moved to authorized Ms. Christianson to pursue and apply for an Dementia Care Specialist Grant should one become available. **MOTION CARRIE.**

- E. REPORT OF ANNUAL COMPLAINT:** Ms. Giesen distributed the Complaint-Appeal Process along with the Consumer Bill of Rights and Responsibilities offered all consumers who receive services at the ADRC who are receiving eligibility based screening and/or to individuals who are voicing a concern. She noted that we take all formal or informal complaints seriously. Most complaints are handled informally in each program area. When they occur, the coordinator assures that the consumer's needs are met as well as explores ways to improve processes.

Ms. Giesen informed the Board that the only time they would become involved would be if a complaint became a formal complaint and could not be resolved at the Director level. Consumers do always have the right to move ahead to the Board or even the State level without following our prescribed process. Ms. Giesen noted that we did not have any formal complaints in 2013

Discussion ensued with regard to compliance officers, types of complaints, and avenues staff and consumers are able to pursue.

FAMILY CARE UPDATE: Mr. Diedrick stated that there was a press conference held at Options for Independent Living last Friday to give people the opportunity to discuss what Family Care means to them. He stated they wanted to “put a face” on what the needs are and the people this may effect. It was well attended.

Discussion ensued with regard to the difference in Cop waivers versus Family Care benefits, services, and processes. Discussion included concerns about how much Family Care is projected to save in relationship to what Cop and the waivers cost, our role within the county, the private entities, and roles of the role out plan within our community.

LEGISLATIVE UPDATES: None

ANNOUNCEMENTS: Ms. Christianson asked for board feedback on how receiving their board information electronically was working for them. They all agreed that this was the way to proceed. In February board packets will be sent electronically with hard copies being available at the meeting. In the event there would also be a committee meeting scheduled before or after a board meeting, those packets will also be sent electronically in a separate e-mail.

NEXT METING: Mr. Diedrick noted that the next regularly scheduled meeting will be held on February 27 at Aspiro at the Dousman Street location.

ADJOURN: Mr. Epstein/Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Arlene Westphal, Secretary